

We are currently recruiting for the position of DIRECTOR of Evans Child Development Center. Evans Child Development Center (ECDC) is a 4-star facility that believes children learn best through play. Therefore, we create an environment where children play to learn and we encourage parental involvement in their child's development through Volunteer Parental Advisory Boards, Observation Visits, Substitute Teaching, and Parent/Teacher Conferences. ECDC is licensed through the NC Division of Child Development and Early Education, providing age appropriate programs from 6 weeks to 12 years of age.

In this role, you will be responsible for overseeing all aspects of the Center in accordance with agency policy, licensing, accreditation and legal guidelines. Position has approximately 12 direct reports to include Teachers (Lead, Assistant, Floater, Subs) Cook and seasonal Lifeguard. Individual will oversee food services program and guidelines (CACFP, DCD and Health Dept.). Will manage a comprehensive continuum of employing all ECDC staff including recruiting, hiring, orientation, probation, annual evaluations, ongoing staff development and terminations. Set staff work schedules, ensure coverage, compliance with class ratios, tours, waiting lists and manage annual operating budget. Participate on quality improvement board and report quarterly status to BOD. This position reports directly to the Vice President of Finance and Administration.

Position requires a four-year degree (preferably early childhood education or related educational field) that meets state specific and accreditation guidelines along with 5 years supervisory experience in a childcare setting. You cannot have a criminal record or substantiated protective service complaint. Proficient MS office knowledge and computer skills, valid driver's license with good driving history and reliable transportation. Ability to lift up to 35 lbs, work indoors and outdoors, walk, stoop, bend and engage in regular physical activity with children. Maintain safe work environment with vision and hearing capability to maintain safety of children.

To apply, send resume to [hr@ach-nc.org](mailto:hr@ach-nc.org).

Benefits include health, dental and vision insurance, 401k, life insurance, short and long term disability coverage, Aflac options, paid holidays, and accrued vacation and paid sick time.

ACH is an equal opportunity employer and does not discriminate on the basis of nationality, race, ethnicity, gender, age, disability status, veteran status, religion or any protected status.